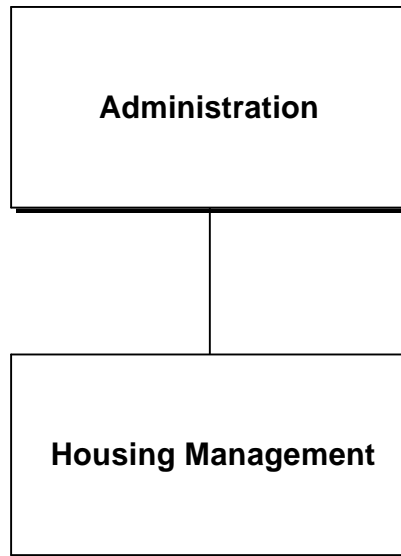


**DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT
FUND 141, ELDERLY HOUSING PROGRAMS**



FUND 141

ELDERLY HOUSING PROGRAMS

Agency Position Summary

15 Regular Positions / 15.0 Regular Staff Years

Position Detail Information

HOUSING MANAGEMENT

1	Housing Services Specialist V
1	Housing Services Specialist IV
2	Housing Services Specialists II
1	Housing Services Specialist I
1	Senior Mechanical Systems Supervisor
1	Asst. Supv. Facilities Support
1	Electrician II
4	Facility Attendants II
1	General Building Maintenance Worker I
1	Administrative Assistant V
<u>1</u>	Maintenance Trade Helper II
15	Positions
15.0	Staff Years

FUND 141

ELDERLY HOUSING PROGRAMS

Agency Mission

To manage affordable rental housing acquired by the FCRHA for the benefit of the elderly, and to maintain and reserve the units for long-term rental availability.

Agency Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	15/ 15	15/ 15	15/ 15	14/ 14	15/ 15
Expenditures:					
Personnel Services	\$860,249	\$895,277	\$895,277	\$905,261	\$945,095
Operating Expenses	2,273,910	2,235,429	2,403,868	2,218,754	2,218,754
Capital Equipment	0	0	0	0	0
Total Expenditures	\$3,134,159	\$3,130,706	\$3,299,145	\$3,124,015	\$3,163,849

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2004 Advertised Budget Plan, as approved by the Board of Supervisors on April 28, 2003:

- ◆ A net increase of \$39,834 in Personnel Services.
 - An increase in the amount of \$45,200 and 1/1.0 SYE Facility Attendant II position provides for the restoration of the five-evenings (Tuesday – Saturday) per week 6:00 p.m. to 10:00 p.m. community center program at the Lincolnia Senior Center.
 - A decrease of \$5,366 reflects reduced funding for the Pay for Performance program. Based on the approved 25 percent reduction, the FY 2004 program will result in reductions in the increases employees will receive based on their performance rating, capping employees to a maximum of 5.25 percent. This adjustment leaves in place the Pay for Performance program in preparation for system redesign for FY 2005.

The following funding adjustments reflect all approved changes to the FY 2003 Revised Budget Plan from January 1, 2003 through April 21, 2003. Included are all adjustments made as part of the FY 2003 Third Quarter Review:

- ◆ In order to account for revenues and expenditures in the proper fiscal year, an audit adjustment in the amount of \$77,905.25 has been reflected as an increase to FY 2002 expenditures.

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County Executive Proposed FY 2004 Advertised Budget Plan

Purpose

Fund 141, Elderly Housing Programs, accounts for personnel, operating, and equipment costs related to the County's support of the operation of the three locally funded elderly housing developments owned or leased by the Fairfax County Redevelopment and Housing Authority (FCRHA). The three elderly housing developments funded in Fund 141, Elderly Housing Programs, are: Lewinsville Senior Residences in McLean, Little River Glen in the Braddock District, and Lincolnia Center in the Mason District. Funding for three facilities, Gum Springs located in the Mt. Vernon District (opening in FY 2003), Morris Glen in the Lee District and Herndon Harbor House in the Hunter Mill District, are not presented in Fund 141, Elderly Housing Programs. Although they are owned by a limited partnership of which the FCRHA is the managing general partner, the facilities are operated by a private firm. Housing and Community Development staff administers the contract between the FCRHA and the private firm hired to manage the facilities. Together, in FY 2004, these six facilities will provide for 408 congregate housing units, three Adult Day Care Health Centers, and a 52-bed Adult Care Residence. This includes 60 additional residential units and an adult day care center that opened at Herndon Harbor in the Spring of 2001. These developments address the needs of the more independent elderly and those who require a greater level of care.

In FY 2004, the operation of the Elderly Housing Program will be supported in part with rental income, a State auxiliary grant for indigent care in the Adult Care Residence component at the Lincolnia Center, County support, and Federal HOME funds. The County's General Fund transfer supports approximately \$1.18 million, or approximately 39 percent, of this expense. The operating budget provides for approximately the same level of service as provided in FY 2003. The Gum Springs, Morris Glen, and Herndon Harbor facilities are self-supporting and do not require County General Fund support in Fund 141.

Other costs related to the County's housing program at these sites, including the operating costs of senior centers, adult day care centers, and a Congregate Food Program, are reflected in the agency budgets for the Department of Community and Recreation Services, the Health Department, the Aging Grants and Programs Fund, and the County Debt Service Fund.

FY 2004 marks the continuation of five-year repair and replacement plans at the Lincolnia, Little River Glen, and Lewinsville facilities. This includes the repair of major appliances, updates/upgrades to apartment units, and major repairs forecasted as necessary to parking lots, roofs, and mechanical equipment.

The elderly projects are briefly described below:

- ◆ Lewinsville Senior Residences is a housing facility in McLean comprising 22 efficiency units and a congregate living area serving the residential needs of low-to-moderate income elderly. The Department of Housing and Community Development (DHCD) manages the residential facility, reviews applications to determine eligibility requirements, and provides maintenance services. A Congregate Food program is funded through the Area Agency on Aging. The FCRHA leases a portion of this facility for the elderly housing program from the County. In addition, the facility also houses a senior recreation program serving an average of 55 senior citizens, which is run by the County's Department of Community and Recreation Services, and an Adult Day Health Care program run by the County Health Department serving an average of 35 senior citizens. FY 2004 funding provided in Fund 141 for the operation of the elderly housing component of this facility is \$175,074.
- ◆ Little River Glen, a 120-unit facility which opened in the fall of 1990, is spread over five buildings on an eight-acre site in the Braddock District and serves the residential needs of low-to-moderate income elderly. Four different models of one-bedroom units are available. The space is designed for senior citizens who are capable of living independently but desire to participate in social and

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recreational opportunities provided on-site. There is a Senior Center with lounges, recreation/activity rooms, and a commercial kitchen. The Department of Community and Recreation Services runs the Senior Center, and the Area Agency on Aging funds the Congregate Food program. FY 2004 funding provided in Fund 141 for the operation of this facility is \$1,395,702.

- ◆ Lincolnia Center is a multi-purpose facility which opened in January 1990 in the Mason District in response to the residential needs of low-income and indigent elderly. It consists of two separate residential areas: a Congregate Residence of 26 units which provides independent living for senior citizens with limited means, and a 52-bed Adult Care Residence for elderly residents who require assistance with the activities of daily living. Funding for a management contract in the amount of \$878,969 for the Lincolnia Adult Care Residence will cover the costs of health care professionals who provide services 24 hours a day for that component of the Lincolnia facility. The Lincolnia Center also houses a Senior Center with recreation/activity rooms, a commercial kitchen, lounges, and an Adult Day Health Care Center. The Department of Community and Recreation Services administers the Senior Center, and the Health Department staffs and operates the Adult Day Health Care Center. A Congregate Food program is administered by DHCD and funded by the Area Agency on Aging for all program participants and residents. FY 2004 funding provided in Fund 141 for the operation of this facility is \$1,553,239.
- ◆ Morris Glen is a 60-unit garden apartment community located in the Lee District in the Manchester Lakes Community. The facility was completed in December 1995 for moderate-income seniors capable of independent living. Morris Glen consists of two two-story buildings and a small community building. Four different models of one-bedroom units are available as well as a large amount of common area in each residential building. This facility is managed and maintained by a private contractor, with DHCD staff serving as contract administrator, and expenditures are completely supported by rental income.
- ◆ Herndon Harbor House is an adult care community developed in three phases. Herndon Harbor House I is a 60-unit community located in the Town of Herndon that opened in October 1998 that includes two 30-unit residential buildings. The facility is managed and maintained by a private contractor with DHCD staff serving as contract administrator. Expenditures are supported by rental income. Herndon Harbor Phase II includes an additional 60 units of congregate housing, for a total of 120 units, and an Adult Day Care Center, both of which were operational during FY 2001. Phase III is a Senior Center currently in the final planning stage with construction scheduled for completion in Winter 2004.
- ◆ Gum Springs Glen, a 60-unit garden retirement community for independent seniors is currently under construction at 7837 Richmond Highway in the Mount Vernon District. Occupancy is anticipated for the end of 2002. It will consist of two two-story buildings with 30 apartments plus common space in each building. There will be 56 one-bedroom apartments of approximately 425 square feet and 4 two-bedroom apartments with approximately 550 square feet. Expenditures will be supported by rental income. In addition to the residential units, the lower level of Gum Springs Glen will provide space for a Head Start program and training center which will be operated by the Office for Children.

Certain expenses reflected in this fund are not directly related to housing operations. The FCRHA, as landlord of these facilities, has inter-agency agreements, which provide for budgeting by DHCD for common area expenses for utilities, telecommunications, maintenance, custodial services, and contracts. The facilities provide space for general community use as well as for services provided by other County agencies.

Key Accomplishments

- ◆ Opened and fully occupied an additional 60 units of independent housing at Herndon Harbor House as well as an Adult Day Health Care Center operated by the Health Department.
- ◆ Maintained 98 percent occupancy rate at all FCRHA Elderly Housing facilities.

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FY 2004 Initiatives

- ◆ Complete construction of the new Herndon Senior Center, located on the campus of Herndon Harbor House, in March 2004. The facility, operated by the Department of Recreation and Community Services, will include several multipurpose rooms, meeting rooms, lounges, game rooms, storage rooms, administrative offices, computer room, library, an arts and crafts room, commercial kitchen, dining room, and a courtyard. The FCRHA will finance the senior center by issuing tax-exempt bonds secured by revenues from a Facility Lease Agreement between the FCRHA and the Board of Supervisors.

FY 2004 Budget Reductions

As part of the FY 2004 Advertised Budget Plan, reductions totaling \$61,875 and 1/1.0 SYE positions are proposed by the County Executive for this fund. These reductions include:

- ◆ Reduction of \$45,200 and 1/1.0 SYE position resulting in the elimination of the five-evenings (Tuesday – Saturday) per week 6:00 p.m. to 10:00 p.m. community center program at the Lincolnia Senior Center. The elimination of 1/1.0 SYE position and the closing of the center for evening activities including neighborhood groups, choral groups, dancing activities will not only impact the residents of Lincolnia, but the senior population in the surrounding community who participate in the evening activities.
- ◆ Reduction of \$16,675 including funding for minor maintenance repairs such as wallpapering and furniture and fixture replacement for items such as mattresses at the Elderly Housing Program properties managed by the FCRHA. Deferred maintenance will likely require larger capital repair costs sometime in the future.

Funding Adjustments

The following funding adjustments from the FY 2003 Revised Budget Plan are necessary to support the FY 2004 program:

- ◆ An increase of \$55,184 in Personnel Services associated with salary adjustments necessary to support the County's compensation program and fringe benefit requirements.
- ◆ A decrease of \$45,200 in Personnel Services and 1/1.0 SYE positions as part of the reductions made by the County Executive.
- ◆ A net decrease of \$185,114 in Operating Expenses not required in FY 2004 primarily as a result of one-time carryover of encumbered and unencumbered requirements for contracts, utilities, furniture and appliance replacement, renovation at the Little River Glen facility, and the reduction of maintenance services.

The following funding adjustments reflect all approved changes to the FY 2003 Revised Budget Plan since the passage of the FY 2003 Adopted Budget Plan. Included are all adjustments made as part of the FY 2002 Carryover Review and all other approved changes through December 31, 2002:

- ◆ As part of the FY 2002 Carryover Review, \$168,439 was added including encumbered carryover of \$94,128 primarily for grounds maintenance, elevator, and janitorial contracts; furniture and appliances; and utilities, and unencumbered carryover funding of \$74,311 for the upgrade of kitchen facilities at Little River Glen.

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FUND STATEMENT

Fund Type H14, Special Revenue Funds

Fund 141, Elderly Housing Programs

	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Beginning Balance	\$717,755	\$301,446	\$520,296	\$284,314	\$206,408
Revenue:					
Rental Income	\$1,734,189	\$1,502,087	\$1,502,087	\$1,546,736	\$1,546,736
Miscellaneous Revenue	11,850	15,076	15,076	15,076	15,076
HOME Rental Assistance	0	230,620	230,620	232,470	232,470
Total Revenue	\$1,746,039	\$1,747,783	\$1,747,783	\$1,794,282	\$1,794,282
Transfer In:					
General Fund (001)	\$1,190,661	\$1,237,474	\$1,237,474	\$1,175,599	\$1,215,433
Total Transfer In	\$1,190,661	\$1,237,474	\$1,237,474	\$1,175,599	\$1,215,433
Total Available	\$3,654,455	\$3,286,703	\$3,505,553	\$3,254,195	\$3,216,123
Expenditures:					
Personnel Services ¹	\$860,249	\$895,277	\$895,277	\$905,261	\$945,095
Operating Expenses ¹	2,273,910	2,235,429	2,403,868	2,218,754	2,218,754
Capital Equipment	0	0	0	0	0
Total Expenditures	\$3,134,159	\$3,130,706	\$3,299,145	\$3,124,015	\$3,163,849
Total Disbursements	\$3,134,159	\$3,130,706	\$3,299,145	\$3,124,015	\$3,163,849
Ending Balance	\$520,296	\$155,997	\$206,408	\$130,180	\$52,274
Replacement Reserve	\$301,446	\$155,997	\$140,401	\$130,180	\$52,274
Unreserved Ending Balance	\$218,850	\$0	\$66,007	\$0	\$0

¹ In order to account for revenues and expenditures in the proper fiscal year, an audit adjustment in the amount of \$77,905.25 has been reflected as an increase to FY 2002 expenditures. The audit adjustment has been included in the FY 2002 Comprehensive Annual Financial Report (CAFR).